

Safety Meeting Minutes

Use with WAC 296-800-130 Safety Committees and Safety Meetings

This form can help document the minutes of safety meetings in your workplace. This particular form isn't required, but shows the kind of information you need for your records. You can either copy this form or make your own.

Remember, you must:

- Keep meeting minutes for one year.
- Cover specific topics in your meetings.

Agenda:

Review of minutes of last safety meeting: Approved? ☐ Yes ☐ No

Corrections: _____

1. Unfinished business from last meeting:

2. Any hazards reported during this time period?

3. Describe any accident investigations conducted since last meeting. Did you identify and correct the cause of the unsafe situation(s)?

4. Is your accident and illness prevention program working? ☐ Yes ☐ No

If no, describe any recommendations to improve it.

5. What other safety-related topics did you cover in this meeting?

Safety Meeting Minutes

Use with WAC 296-800-130 Safety Committees and Safety Meetings

Employer: _____ _____	Worksite location: _____ _____
Date: _____ Meeting Start Time: _____ Meeting End Time: _____	
Who attended this meeting? _____ _____ _____ _____ _____ _____ _____	
Minutes written by: _____	Meeting Leader: _____
Next meeting will be on (date): _____	Next meeting location: _____
How likely is an injury or illness to occur in your workplace? (check the box that best applies) <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div style="text-align: center;"><input type="checkbox"/> very likely</div><div style="text-align: center;"><input type="checkbox"/> somewhat likely</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div style="text-align: center;"><input type="checkbox"/> likely</div><div style="text-align: center;"><input type="checkbox"/> unlikely, we haven't had an on-the-job accident in years</div></div>	
How complex is your worksite? (check all boxes that apply) <div style="margin-top: 5px;"><input type="checkbox"/> Large or spread out worksite (for example, a logging area)</div> <div style="margin-top: 5px;"><input type="checkbox"/> poorly planned building</div> <div style="margin-top: 5px;"><input type="checkbox"/> medium sized worksite</div> <div style="margin-top: 5px;"><input type="checkbox"/> small worksite</div> <div style="margin-top: 5px;"><input type="checkbox"/> 1 story building with plenty of exits and parking</div>	